

Signatures in Personnel Admin

- 1) Supervisory awareness of Employee spending habits (NSA spy case)
- 2) Problems created by conflict between advancement by competition vs advancement by seniority
- 3) Time in grade - failure to advance
How does supervisor respond.
 - a) Case A - First employee
 - b) Case B - bottom of heap. If average is at bottom & - tell him things rougher might do better
 - c) Good employee at peak of capabilityAttrition by counseling - vs attrition by prescribed program

He has a ^{GS} 15 for 11 yrs - better than never being one.

- 4) Failure to develop + utilize skills
of junior - Push - Challenge - Challenge
- 5) Failure to stimulate & orient the manual work to the big picture

- 6) Colored Employee made acting supervisor for 6 months. Then replaced by a white girl. Natural assumption of prejudice
 - 7) Tardiness - Chronic ↗ various types - formerly reliable ↘ leading to fitness for duty examination
 - 8) Unsatisfactory performance situations how to handle.
 - 9) Off the job discipline or behavior
 - 10) Changes in behavior.
 - 11) don J Jones Chief Ops scores from typical day
- Anirad
Appt Career counsel
Disciplinarian
Personal problem
Ameliorate conflict between employees
Staff Meeting
Work load
Response to work stress
9/1/80

- 12) When does supervisor not try to handle
When to M.D. say: Pers.
- 13) New employee ^{reception} & orientation to job.
or return on new assignment
- 14) Delegations of authority
 - a) On leave impact
 - b) Bottleneck
 - c) Cross line freedom up & down
- 15) Job upgrading.
- 16) Increasing job satisfaction

Tricks

Pose element of problem

- * 17) People out of touch on regular basis
- 18) Improper dress or other personal behavior —
how to handle
- 19) How should Problems of Domain be
handled — series of vignettes

- 1) ~~Constructs~~ Criticism plus praise
- 2) Management Concepts
Book "The Human side
of Enterprise - Douglas
MacGregor
"New Patterns of Mgt."
- 3) Communications in Supervision
Factual transmission vs rumor mill
Went?
- 4) Supervisory Duties & Responsibilities
To Subordinate Personal Behavior
 - a) Unexplained absences
 - b) Psychiatric services
 - c) Personal financial problems
 - d) Unwed mothers < ^{persons don't know} own rights
 - e

Discern the individual problem early
& see that assistance

Don't overemphasize supervision - every
employee's problem.

- 5) Retirement pre planning
- 6) Delegation of authority
- 7) Employee Recognition -
Methods available & techniques
- 8) Orientation to acceptance of ^{Group recognition} colored colleagues
Leadership & supervision leading to effective integration in an office
- 9) How does a career Board function? Is it a thoughtful process. Rankings - Competition function.
- 10) Effect of rotation on supervisory effectiveness.
- 11) Composition of a supervisor
 - a.
 - b.
 - c.
- 12) What are the most significant facts about CIA that have greatest influence on our most of people
 - a) Security b) Worldwide, c) Compartmentation
 - d) Anonymity e)
- 13) Supervision up vs supervision down -
differing views on same problem depending
upon vantage point

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- 14) *Integration of formal information plus illustration of confidentiality.*
 - 15) *Empire building, hold on supervision or responsive supervision facing common agency need.*
 - 16) *Problem of the overworked employee actually working at half speed.*